



AN AASIS TRAINING GUIDE

Asset Management 101

ASC Course Code AM101



Version Control Sheet

- **Course:** Asset Management 101
- **Courseware Items:** Core Curriculum
- **Change Summary**
Changes made to this document are summarized in the following table

Date	Change	Reason For Change	Updated Version	Pages Effected
07/01/03	Courseware developed and published		1	
03/01/04	Courseware updated	Enterprise upgrade	2	All



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CLASS DESCRIPTION

Course Title: Asset Management 101

Course Code: AM101

Duration: 1/2 Day

Hours: 4

Audience:

- Agency Asset Management Specialist

Pre-Requisites:

- Basic PC and Microsoft Windows Skills
- AOBN-AASIS Overview and Basic Navigation
- GFO-General Finance Overview



ASSET MANAGEMENT TRANSACTIONS AND ROLES

AS01	Create Asset Master Recod	Asset Management Specialist
AS02	Change Asset Master Record	Asset Management Specialist/Technician
AS03	Display Asset Master Record	Asset Management Specialist/Technician
AS05	Block Asset	Asset Management Specialist
AS11	Create Asset Sub-Number	Asset Management Specialist
ABAVN	Asset Retirement by Scrapping	Asset Management Specialist
AW01N	Asset Explorer	Asset Management Specialist/FI Display All
AR01	Asset Balances	Asset Management Specialist/FI Display All
ZFI_FALIST	Fixed Asset List	Asset Management Specialist/FI Display All



COURSE OBJECTIVES

- Participants will demonstrate an overall understanding of the Asset Management processes in the Arkansas Administrative Statewide Information System (AASIS).
- Participants will successfully:
 - ✚ Create Asset Master record
 - ✚ Change Asset Master record
 - ✚ Display Asset Master record
 - ✚ Create an Asset Master record sub-number
 - ✚ Lock an Asset Master record
 - ✚ Retire an asset
 - ✚ View asset documents
 - ✚ Execute an asset report



An optional Skill Assessment Test will be offered upon completion of this course. Those meeting the minimum requirements will receive a Certificate of AASIS Skill Achievement. To receive your certificate, you will be required to:

1. Create an asset master record for:
an asset purchased this year
2. Change an asset master record
3. Create an asset sub-number
4. Retire an asset